

GUIDELINES FOR FILING A RESUBMISSION
MDI Life & Health Section

**Please follow all steps listed below when filing a resubmission to the
Missouri Department of Insurance Life & Health Section.**

- 1. All resubmissions need a cover letter. Please reference in the regarding line:**
 - a. The company name. The name of the company as licensed on your Certificate of Authority.
 - b. The Missouri File Number assigned to your filing.
 - c. The initial filing Lead Form Number. This number is the first number on your Transmittal Document.
 - d. The date of our latest correspondence, phone call, or email to you.
- 2. No filing fee is required on resubmissions.**
 - a. This only applies if you are only making the necessary changes outlined in our correspondence to you.
- 3. A new TD-1 or Transmittal Document must be forwarded:**
 - a. If you make any changes to any form numbers
 - b. If you add new or previously approved forms to the submission
 - c. If you delete new or previously approved forms from the submission.
 - d. The new TD-1 will replace the original TD-1 and therefore needs to be completed in its entirety.
 - i. If there are any forms not listed on the new TD-1 that were originally listed on the TD-1, we will assume that you no longer wish to have them approved and we will discard them.
- 4. Submit all new and resubmission with a stamped self-addressed envelope.**
- 5. Provide us with a contact person that we can call regarding the TD-1.**
 - a. This is the same requirement as a Contact Person found on the Missouri Filing Guidelines for the L&H Section.
- 6. Provide us with a toll free or collect phone number.**
 - a. This is the same requirement as a Phone Number found on the Missouri Filing Guidelines for the L&H Section.
- 7. Provide us with the appropriate NAIC Coding Matrix code.**
 - a. The NAIC Matrix Code can be found at
http://www.naic.org/rates_forms/unif_prod_matr.htm
- 8. For details about how your filing relates to Missouri Statutes and Regulations, please review the form filing checklists on our web site at**
<http://www.insurance.mo.gov/industry/filings/checklists/index.htm>